



General Services Administration  
Federal Technology Service  
Center for Contract Management  
And Administration  
10300 Eaton Place  
Fairfax, VA 22030-2213

Date: \_\_\_\_\_

MEMORANDUM FOR: **(Please type or print all information)**

\_\_\_\_\_  
Type or Print Name of individual requesting to be cleared/Phone Number

\_\_\_\_\_  
User Agency (spell out)

For User Agency Contractor Personnel Only:

\_\_\_\_\_  
Company Name and Government Contract Number and/or Task Order Number

\_\_\_\_\_  
General Description of Contract Services (i.e., technical assistance, system engineering)

\_\_\_\_\_  
Duration period for access to FTS2001 contracts

\_\_\_\_\_  
Authorized User Agency Official/Phone Number/Fax Number

FROM: RODGER HOOVER  
TQN CONTRACTING OFFICER  
MCI FTS2001 Contract # GS00T99NRD2002

SUBJECT: CERTIFICATION REGARDING NONDISCLOSURE OF INFORMATION  
MCI FTS2001 Contract and/or  
GSA Agency Service Election Tool (ASET)

With respect to my participation in and performance of duties related to the use of contractor proprietary data contained in the FTS2001 Contracts and/or the GSA Agency Service Election Tool (ASET), I hereby certify that:

1. I have read and understand the pertinent GSA or my agency's/employer's Standards of Conduct relating to the disclosure and misuse of official government information.
2. I am specifically familiar with the requirements contained in 18 U.S.C. 1905 which provide:

“Whoever, being an officer or employee of the United States or any department or agency thereof, or agent of the Department of Justice as defined in the Antitrust Civil Process Act (15 U.S.C. 1311-1314), publishes, divulges, discloses, or makes known in any manner or to any extent not authorized by law any information coming to him in the course of his employment or official duties or by reason of any examination or investigation made by, or return, report or record made to or filed with, such department or agency officer or employee thereof, which information concerns or relates to the trade secrets, processes, operations, style of work, or data, amount or source of any income, profits, losses, or expenditures of any person, firm, partnership, corporation, or association; or permits any income return or copy thereof or any book containing any abstract or particular thereof to be seen or examined by any person except as provided by law; shall be fined not more than \$1,000, or imprisoned not more than one year, or both, and shall be removed from the office or employment.”

3. I recognize that it may be necessary for me to obtain, generate, or access confidential commercial or financial information, as well as sensitive Government information, including but not limited to confidential commercial or financial data obtained from or contained in contractor/vendor submitted documents and proposals. I understand that unless otherwise authorized, the release of information of this type shall be at the sole discretion and direction of the Contracting Officer, consistent with applicable laws and regulations.
4. Unless otherwise authorized by the Contracting Officer (or designee) or appropriate legal authority, I shall not disclose or reveal any information to any contractor or anyone else not cleared for access (and then only on a strict need to know basis) which:

